Texas General Land Office
Oil Spill Prevention and Response Program

Instructions For Use Of Online Facility Database

The Texas General Land Office Oil Spill Prevention and Response Program has created an online interactive database for the purpose of making required information submissions as simple and convenient as possible. The following instructions provide assistance to certified coastal operators for use of this system.

1.	The first step for utilizing the online database is for an owner/operator to have an account established by the regional or headquarters office of the Oil Spill Prevention and Response Program (program). An account is required for each separate facility that is certified as a coastal facility by the program. A jurisdictional determination will be performed by the program upon which an application form, if appropriate, will be tendered to the operator. Completion and submission of the form will enable the program to establish a facility account.

2.	Once an account is established by submission of an application, or if an account was previously established, the owner/operator will be assigned a password for access to the account information. Use and protection of the password is mandatory. The password should be known by as few individuals (account managers) as is necessary to maintain the account in a current status.

3.	Account managers may access the database through a link on the Oil Spill Prevention and Response Program web page http://www.glo.texas.gov/what-we-do/caring-for-the-coast/oil-spills/compliance/facility-registration/index.html.

4.	After reviewing the database instructions as necessary, account managers desiring access to the facility account should click on the *log-in* link in the body of the instructions or at the bottom of the page.

IMPORTANT NOTE: Do not use web browser back or forward buttons to navigate the web account. Account managers must utilize the links at the bottom of each page to navigate the account correctly.

5.	The log-in page displays two entry boxes. The upper box is an alphabetical drop down box with the names of all the accounts listed in the system. Account managers should locate the facility name/account they wish to open and ensure it is highlighted by clicking on it once.

6.	The second box is for entry of the password for the facility/account selected. Passwords are case sensitive. The account manager should enter the password exactly as it is written and then click the *log in* button.

7.	Correct entry of the password and clicking the log in button will open the account. Account managers will notice that the name of the facility, as listed in the drop down box on the log in page will be provided at the top, and that numerous field boxes are displayed. Field box names in red letters are required entry fields.

8.	Password Field - The account password may be modified. Passwords can be alpha or numeric or a combination of both but are limited to 8 characters in length.

9.	Mailing Preference - Select the preferred mailing address for correspondence regarding the facility and certification requirements.

| 10. | Facility Location - Enter the physical address of the facility. If the facility does not have a physical address, enter "none". Enter directions to the facility from the nearest highway or county road intersection. Enter the telephone number where a facility representative can normally be contacted and a 24 hour telephone number for a facility contact. Enter the facility facsimile number and latitude and longitude if known. Be sure to provide the area code for each telephone number provided. |

| 11. | Operator - Enter all appropriate Operator information if different from the Owner information. |

| 12. | Contact - Enter all appropriate and required contact information. |

| 13. | Facility Information - Enter the names of the oil products handled separated by a comma. Enter the primary business activity. Click on the *Storage Detail* button if the facility has oil storage and/or click on the *Pipeline Detail* button if the facility has a pipeline or transmission line as part of the facility. |

> If entering storage tank data, enter a tank descriptive phrase (name or number) and the maximum capacity of the tank in gallons. After entering tank data, click the *submit* button. The following page will instruct the account manager that the tank has been added. Links at the bottom of the page will provide access back to the main page or back to the storage detail page if additional tanks or revisions are to be made.
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> If entering pipeline data, enter a pipeline descriptive phrase (name or number) and the maximum interior diameter of the pipeline at any location in the facility. After entering pipeline data, click the *submit* button. The following page will instruct the account manager that the pipeline has been added. Links at the bottom of the page will provide access back to the main page or back to the storage detail page if additional tanks or revisions are to be made.
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> If the facility transfers oil to or form vessels provide the maximum capacity of the largest vessel served by the facility.

| 14. | DCO Information - Provide the name and telephone numbers of a primary and secondary Discharge Cleanup Organization as appropriate. |

| 15. | Response - Provide general information in this section that is particular to the facility. |

- Describe in general terms the facility plan for responding to an oil spill.
- List the priority of concerns for sensitive areas or other strategically important areas.
- Provide special instructions for GLO access such as gate locations
- Provide a list of response equipment maintained at the facility such as containment boom, sorbent materials, and oil collection equipment

| 16. | When all the required and other appropriate information is completed, click on the *Submit* button. Logout or return to the appropriate field utilizing the links at the bottom of the page to make further revisions or corrections. |

There is a timing mechanism associated with access to accounts. Excessive delays in entering data will result in an automatic log out of the account. Please refer any questions regarding use of the Online Facility Database to Peggy Spies at (512) 463-6554 or via e-mail address **peggy.spies@glo.state.tx.us**.